

**STATE WATER RESOURCES CONTROL BOARD - DIVISION OF FINANCIAL
ASSISTANCE
DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION
FEDERAL CLEAN WATER GRANT OR CLEAN WATER STATE REVOLVING FUND
FINANCING AGREEMENT
INSTRUCTIONS FOR COMPLETING THE UTILIZATION REPORT FORM 334**

- Box 1** Check this box only if *all* procurements (purchases) under this financing agreement or grant have been completed during the reporting period or a previous period. If you check this box, we will no longer send you a survey.
- Box 2** Clean Water State Revolving Fund Project Number.
- Box 3** If you are sending data for more than one period, copy the form and prepare multiple reports. (Note: Reporting the information in the proper period is not as important as collecting and reporting all DBE purchases.)
- Box 4** Enter the total amount of payments paid to the contractor including previous periods.
- Box 5** Enter the dates between which you plan to make procurements under this financing agreement or grant.
- Box 6** Enter the total dollar amount of payments paid to prime contractor for this reporting period. This total includes DBE sub-contractor payments shown in box No. 9.
- Box 7** Enter the financing agreement or grantee name and address.
- Box 8** Enter the financing agreement or grantee contact person's name and phone number.
- Box 9** Enter details for the DBE purchases *only* and be sure to limit them to the same period used for Box 6. 1) Use either an "R" or a "C" to represent "Recipient" or "Contractor." 2) Enter a dollar total for DBE and total the two columns at the bottom of the section. 3) Provide an award date. 4) Enter a product type choice from those at the bottom of the page. 5) List the vendor name and address in the right-hand column.
- Box 10** This box is for explanatory information or questions.
- Box 11** Provide an authorized representative signature.
- Box 12** Enter the date of completion.